

Inspection Codes

110	Soil/Footer
120	Foundation
130	Slab
140	Piers
150	Demolition
210	Framing
220	Insulation
320	Fire Dampers
347	Above Ceiling
370	Smoke Detectors
390	HVAC
410	Hood Duct Fan
430	Alarm Operational Test
440	Tampers and Flow
460	Sprinkler
470	Limited Sprinkler
480	Fire Suppression
481	Visual
490	Hydrostatic Test
495	Flow
500	Flushing
680	Gas Line Pressure
681	Gas Line Visual
890	Gas Line
990	Final

**CONTACT YOUR INSPECTOR
IMMEDIATELY TO FIND OUT WHAT
INSPECTIONS ARE REQUIRED
FOR YOUR PROJECT**



HAMILTON COUNTY DEPARTMENT OF BUILDING INSPECTIONS

VOICE PERMITS IVR USER GUIDE

(513) 946-3780

Call the automated Voice Permits IVR System
for all of your Building Department Service
transactions 24 hours a day.

803 County Administration Building
138 E. Court Street
Cincinnati, OH 45202
(513) 946-4550
www.hamilton-co.org/hcbi

Welcome to Voice Permits

In an ongoing commitment to improve customer service, the Hamilton County Building Department has installed a new Interactive Voice Response System for inspections, 24 hours a day, 7 days a week!

**Voice Permits™ Line
(513) 946-3780**

**Schedule Inspections
Cancel Inspections
Retrieve Inspection Results
Check Plan Review Status**

You will be prompted through the entire process.
Press (*) at any time for more information.

Before Calling You Will Need:

1. A touch-tone telephone
2. A site-specific Permit Number
3. An Inspection Code - Choose from the codes listed on this brochure.

Choose From the Following Options:

Press (1) Schedule an Inspection
Press (2) Cancel an Inspection
Press (3) Obtain Inspection Results
Press (4) Check Plan Review Status
Press (5) Repeat Main Menu
Press (0) Transfer to Staff
Press (#) Disconnect and Hang Up
Press (*) Additional Information

The Voice Permits™ system will prompt you through the steps during your call. You may perform multiple transactions during each call. At the end of the call you will be issued a confirmation number. We recommend that you keep a record of your confirmation numbers and associated transactions in case they are needed for future reference.

Schedule an Inspection

1. Enter the **8 digit Permit Number**
The system will confirm this permit by speaking back the site address.
2. Enter the **Inspection Code** from the list on the outside of this brochure.
3. Enter the **Inspection Date**. *The cut-off time is 12:00 midnight for an inspection on the following day.*

After you have scheduled the inspection, you will be able to:

- * **Request** another inspection, same permit
- * **Request** another inspection, different permit
- * **Get a Confirmation Number and hang up.**
Use this Confirmation Number when inquiring about this telephone request.
- * **Return to Main Menu**

Cancel an Inspection

1. Enter the **8 digit Permit Number**
2. Enter the **Inspection Code** from the list on the outside of this brochure.

After you have cancelled the inspection, you will be able to:

- * **Cancel** another inspection, same permit
- * **Cancel** another inspection, different permit
- * **Get a Confirmation Number and hang up.**
Use this Confirmation Number when inquiring about this telephone request.
- * **Return to Main Menu**

Obtain Inspection Results

1. Enter the **8 digit Permit Number**
2. Enter the **Inspection Code** from the list on the outside of this brochure.

After you have listened to the inspection results, you will be able to:

- * **Listen to more results**, same permit
- * **Listen to more results**, different permit
- * **Get a Confirmation Number and hang up.**
Use this Confirmation Number when inquiring about this telephone request.
- * **Return to Main Menu**

Check Plan Review Status

1. Enter the **8 digit Application Number**

After you have listened to the approval results, you will be able to:

- * **Check the status** of another plan
- * **Return to Main Menu**

Transfer to Staff and Additional Information

You can press **(0)** at any time to transfer to a live staff member. You can also press **(*)** to hear an explanation of your current options.